



Health and Safety Policy

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ENDC GROUP FURTHER EDUCATION CORPORATION

HEALTH & SAFETY POLICY

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1 Purpose

The Health and Safety at Work etc. Act 1974 requires all employers with 5 or more employees to prepare and, as often as may be appropriate, revise a written statement of their general policy with respect to the health and safety at work of their employees and the organisation and arrangements for the time being in force for carrying out that policy, and to bring the statement and any revision of it to the notice of all of his employees.

The Act prescribes that a general statement of policy, the organisation (including health and safety responsibilities) as well as details of the safe working arrangements must be included in the Policy.

The Health and Safety Policy seeks to cover all health, safety and welfare matters in a proactive way. Seeking to anticipate and mitigate risks, whilst ensuring the Colleges Group can function as required. The management of health and safety can present challenging and unexpected situations, and this Policy seeks to support and guide in those circumstances.

2 Definitions

The legal requirements dictate the structure and content of the Health and Safety Policy, and the content is wide-ranging by design, so any appropriate definitions will be placed within the context of the relevant policy area as required.

3 Policy

3.1 Policy Statement

ENDC Group Further Education Corporation Health and Safety Policy Statement

In Pursuance of:

- **The Health and Safety at Work etc. Act 1974**
- **The Management of Health and Safety at Work Regulations 1999**

Exeter and North Devon Colleges Group, through the Board of the Corporation and the Principal & CEO, has responsibility placed upon it by The Health and Safety at Work etc. Act 1974, to provide and maintain safe and healthy working conditions, equipment and systems of work for all their employees, and to provide such information, training and supervision as they need for this purpose.

They also accept responsibility for the health, safety and welfare of other people who may be affected by our activities.


The Colleges Group will need the support of all their employees in order to achieve the objectives of the safety policy. There will be employer / employee consultation on health and safety matters and individuals will be consulted before allocating particular health and safety functions.

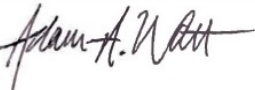
The organisation and arrangements for implementing this policy are set out in the **ENDC Group Health and Safety Policy**.

The Colleges Group will ensure that all health and safety arrangements are appropriately implemented for students and staff involved in external work experience or work placement.

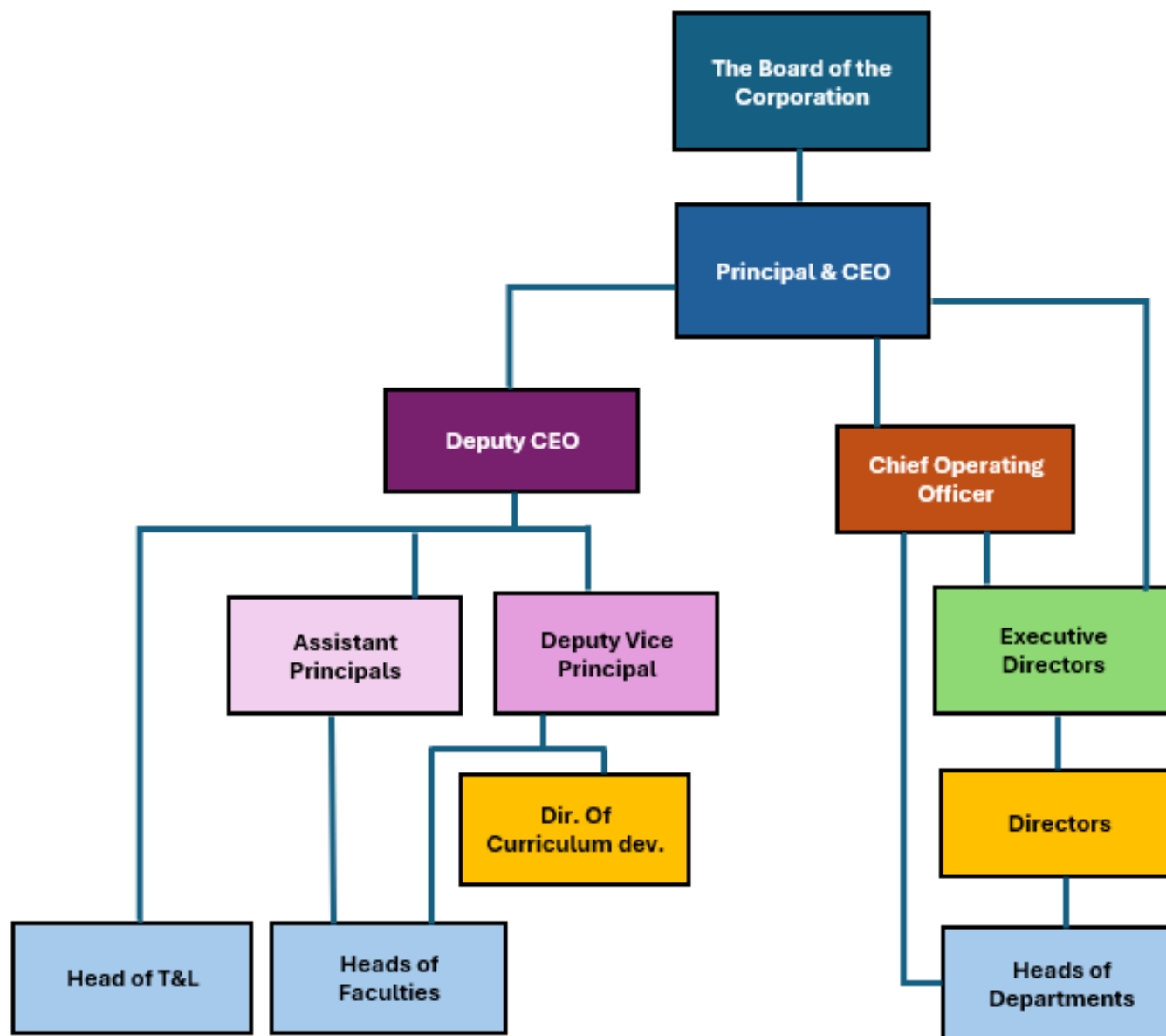
The Colleges Group will co-operate with its various funding bodies in relation to health and safety matters.

This Policy Statement and the Colleges Group Health and Safety Policy will be regularly reviewed and revised, particularly as the business changes in nature and size.

Signed:  Principal & CEO Date: 17/12/2025
(John Laramy)

Signed:  Chair Date: 17/12/2025
(Board of Corporation)

3.2 ENDC Group Health and Safety Organisational Structure Chart January 2026



3.3 Roles and Responsibilities

3.3.1. The Board of the Corporation, and the Principal & Chief Executive Officer is responsible for:

- a) The Principal and CEO, through the Colleges Group Board of the Corporation, has ultimate responsibility for the health, safety and welfare of the Colleges Group's employees whilst at work, including visitors, students and any other person likely to be affected by college activities.
- b) Co-ordinating Health and Safety Policy and practice in the establishment.
- c) Arranging for the setting up of College Health and Safety management system and consultative procedures involving staff and students in line with HSE guidance 'Managing for health and safety' (HSG65).
- d) Ensuring that all staff can receive appropriate health and safety information and training.
- e) Monitoring, implementing and updating changes in health and safety legislation and good practice.
- f) Monitoring the effective implementation of the Health and Safety Policy
- g) Allocating staff, funds and materials, within the approved College budget or from central funds, to meet the needs of the health and safety programme and maintenance programme.
- h) Consulting with all employees on health and safety matters before making any health and safety decisions.

3.3.2. The Deputy CEO, COO, Deputy Vice Principal, Assistant Principals, Executive Directors and Directors are responsible to the Principal & CEO for:

- a) Health, safety and welfare matters within their areas of control and will assist the Principal & CEO in establishing an effective policy.
- b) Continuous appraisal of the effectiveness of the policy and ensuring that any necessary changes are brought to the notice of the Principal & CEO.
- c) Implementing the Colleges Group's safety policies and procedures within their areas of responsibility.
- d) Assisting in the investigation of accidents.
- e) Ensuring that all staff receive appropriate Health and Safety information and training.
- f) Implementing a programme of safety education for students as required by the various funding organisations.
- g) Ensuring that a written comprehensive risk assessment is undertaken of all work areas under their control. Where an assessment identifies that further action is to be taken to remove or reduce an identified risk that the necessary action is taken, and the risk removed or reduced, in line with the Management of Health and Safety at Work

Regulations 1999 and Regulatory Reform (Fire Safety) Order 2005, and other relevant Regulations.

- h) Ensuring that records of inspection of workplaces are completed and that procedures and information arising from risk assessments are brought to the attention of staff and students concerned.

3.3.3. The Executive Director of Estates & Sustainability is responsible, in consultation with the COO:

- a) To be a member of the Health and Safety Committee
- b) To implement and oversee, with the assistance of the Safety, Health and Environment Manager, Exeter College (EC) and Head of Estates, North Devon College (NDC) the health and safety policies and procedures in connection with current requirements of the Health and Safety at Work etc. Act 1974 and related legislation and the Colleges Group's Health and Safety Policy
- c) To formulate, with assistance from the Safety, Health and Environment Manager (EC), and Head of Estates (NDC), effective policies which conform to relevant health and safety, environmental health and other related regulations in association with statutory authorities, notably the Health and Safety Executive and the Environmental Health Officer at the District Council, etc.
- d) With assistance from the Safety, Health and Environment Manager to develop, implement and manage systems which measure the performance of the health and safety policies, evidenced by an annual audit, which includes risk assessments
- e) To ensure the regular review and updating of the Colleges Group Health and Safety Policy
- f) With assistance of the Safety, Health and Environment Manager, design and update health and safety sections of staff guidance and publicise all agreed policies and procedures
- g) Ensuring that all staff are aware of the Health and Safety Policy, organisation and arrangements
- h) Ensuring the effective formulation and implementation of:
 - i) The Colleges Group Health and Safety Policy
 - ii) Safe working procedures and codes of practice
 - iii) Departmental safety using the assistance and expertise of the Safety, Health and Environment Manager, College Nurse and Occupational Health Adviser and the People (HR) Department
- i) Updating Health and Safety information as appropriate and reviewing and amending the Policy on a regular basis
- j) Ensuring that all risk assessments are carried out in accordance with The Management of Health and Safety at Work Regulations 1999 and the Regulatory Reform (Fire Safety) Order 2005
- k) Ensuring, through appropriate members of staff, that proper procedures are established and followed concerning the storage, use and disposal of chemicals and hazardous materials in compliance with COSHH Regulations 2002 and the Environmental Protection Act 1990

- l) Liaising with the Department of the Environment to ensure that the Colleges Group complies with the Ionising Radiation Regulations 1999
- m) Allocating funds within the approved College budget or from central funds to meet the needs of the health and safety programme and maintenance programme

3.3.4. Heads of Faculty / Department and other Line Managers are responsible on a day-to-day basis for the health, safety and welfare of persons within their areas of control, including staff, students and other persons likely to be affected by the Colleges Group's activities. To assist in achieving this they should:

- a) Study and understand the Colleges Group Health and Safety Policy
- b) Ensure that the Faculty / Department electronic Health and Safety information is kept current and implemented
- c) Ensure that accidents/incidents are recorded and investigated
- d) Ensure that statutory requirements are complied with for their Faculty / Department
- e) Ensure that their staff are aware of, and observe:
 - i) The Health and Safety Policy
 - ii) First Aid Procedures
 - iii) Evacuation Procedures (including completing PEEP forms when required)
 - iv) Their Faculty / Department's Safety Policy
- f) Ensure that reporting and recording procedures are carefully followed
- g) Co-operate with the Safety, Health and Environment Manager (EC)/Head of Estates (NDC) during inspections
- h) Ensure that risk assessments are carried out and recorded for their area of responsibility by competent members of their staff. Assistance is available if required from the College Safety, Health and Environment Manager (EC), Occupational Health Adviser, College Nurse or Head of Estates (NDC)
- i) Allocate funds from their budgets for the health and safety requirements of their area of responsibility e.g. The purchase of Personal Protective Equipment, maintenance of specialist equipment and machinery
- j) Ensure when new or second-hand equipment or machinery is purchased, that it complies with the Provision and Use of Work Equipment Regulations 1998 (PUWER)
- k) Training:

All College staff and students must have appropriate Health and Safety training as laid down by the Management of Health and Safety at Work Regulations 1999:

 - i) Staff who may be required to change work areas or tasks, must receive safety training before starting
 - ii) Refresher training must be given when and where necessary

- l) **Warning Signs:**
Warning signs must be clear, un-obstructed and easily understood by all staff. Where appropriate, multilingual or pictorial signs must be displayed

- m) **Safe Methods of Work:**

All Faculties / Departments must:
 - i) Issue written instructions for safe methods of work specific to their areas. Contractors must be aware of and or given instructions where appropriate
 - ii) Ensure that proper precautions are taken in the use of laboratory or workshop machinery and equipment
 - iii) Ensure that regular Health and Safety audits of machinery are undertaken
 - iv) Arrange for workshop machinery/equipment to be regularly monitored/serviced and records maintained
 - v) Report to the Executive Director of Estates & Sustainability, Head of Facilities (EC) or Head of Estates for NDC any defects in the fabric of Colleges Group buildings.

- n) **Control of Substances Hazardous to Health Regulations 2002 (COSHH):**

All areas must comply with COSHH Regulations, and copy assessments sent to the EC Safety, Health and Environment Manager. Any additional, replacement or discontinued substances must be assessed and recorded.

All safety data sheets for materials in your Faculty / Department must be obtained from the manufacturer and kept with the assessment and material/substance being used.

- o) **Personal Protective Equipment at Work Regulations 1992 (PPE):**

All staff must observe regulations regarding the provision and use of PPE/C, students must use the appropriate safety clothing and equipment as prescribed.

3.3.5. Lecturing / Teaching staff are responsible through their Head of Faculty / Department to the Principal & CEO for:

- a) Familiarising themselves with the Colleges Group's Health and Safety Policy, and to instruct students regarding health and safety within their chosen curriculum area.
- b) Ensuring risk assessments are completed and available for their curriculum area, which cover all significant risks, and control measures in place as required. This information must be documented within each faculty and department, and available to faculty/department staff, and upon request for the Safety, Health and Environment Manager.
- c) The safety of students whilst they are in their charge at college or at external venues or locations on college business.
- d) Ensuring that clear safety instructions and warnings are given, understood and obeyed.
- e) Personally following safe working procedures and observing general safety regulations.
- f) Ensuring that they and their students know the whereabouts of First Aiders and First Aid facilities and provisions.
- g) Reporting and taking any practicable steps immediately to remove any hazard, existing or potential, and reporting without delay to the Head of Faculty / Department.

- h) Ensuring that protective clothing, safety guards, etc. are used as required and enforcing safe working procedures.
- i) Following an accident/incident a member of staff should complete a College's Group Accident, Incident and Dangerous Occurrence Report form which must be submitted to the College Safety, Health and Environment Manager (EC), or Head of Estates (NDC) without delay.
- j) Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty.
- k) Keeping up to date with health and safety legislation with regard to their curriculum area.

3.3.6. Technical Resource Facilitators/Technicians are responsible for:

- a) Carrying out the instructions of the Colleges Group's Leadership Teams in ensuring observance of health and safety precautions throughout the Colleges Group.
- b) Assisting, as directed by the Head of Faculty / Department / Line Manager, in assessing the risks from identified hazards to produce suitable risk assessments and reviewing risk assessment documents at not more than 12-month intervals, or where there is a change to the task, activity or environment.
- c) Where appropriate being aware of the COSHH Regulations and to assist as directed by the Head of Faculty / Department / Line Manager in producing and documenting assessments of substances that are hazardous to health.
- d) Where appropriate ensuring that proper measures are taken for the storage, use and disposal of hazardous material, in accordance with established Colleges Group procedures, ensuring strict Health & Safety controls regarding access and usage by staff and students.
- e) Where appropriate, assisting as directed, in the maintenance of an inventory of hazardous substances.
- f) Where appropriate, carrying out proper procedures when disposing of waste chemicals and hazardous substances in accordance with the appropriate legislation.
- g) Maintaining records, as directed by the Head of Faculty / Department, of all apparatus and checking that all machinery, equipment and apparatus is regularly inspected, serviced and maintained, with manuals and technical data stored accordingly.
- h) Ensuring workshops/labs are clean and tidy, encouraging good housekeeping at all times and manual handling procedures are followed.
- i) Overseeing the safe and effective use of equipment and resources, ensuring compliance with Health and Safety requirements, including findings from risk assessments to include the provision and use of PPE/C.
- i) Cleaning of specialist equipment e.g. filters and workshop areas.

3.3.7. Estates Department Teams are responsible for:

- a) Assisting the Executive Director of Estates & Sustainability in maintaining the Colleges Group premises in a safe condition.
- b) Observing safe working procedures when carrying out work in the Colleges (EC & NDC).
- c) Being aware of regulations concerning the storage of hazardous materials.
- d) Regular monitoring and testing of firefighting equipment, emergency lighting, fire doors, etc. and reporting defects to the Head of Facilities / Maintenance Manager / Safety, Health and Environment Manager (EC) or Head of Estates (NDC).
- e) Ensuring that rubbish and other combustible waste is safely removed from buildings.
- f) Regularly monitoring the condition of the fabric of the Colleges Group buildings, regular inspection of heating plant and regular monitoring of the condition of gas, electric, water supplies and drainage systems and to report any defects or necessary repairs to the Head of Facilities (EC) or Head of Estates (NDC).
- g) Providing an effective, responsive and high-quality customer focused security service for the Colleges Group's estates, so as to contribute to a safe and welcoming environment.
- h) Ensuring the best possible service delivery, members of the Estate Services Team will routinely patrol inside and outside Colleges Group buildings, car parks and grounds, ensuring all those on the premises are bona fide and are behaving appropriately.
- i) Ensuring that the Colleges Group's extensive CCTV system is monitored, and the digital recording facility enables copies to be produced in evidence, in line with the Colleges Group's CCTV policy.
- j) With the assistance of the qualified College first aiders, ordering and maintaining the supply of first aid materials to all areas of the Colleges Group as required by Health and Safety Regulations.

3.3.8. All Employees, including those more specifically identified in this policy statement, are responsible for:

- a) Familiarising themselves with the Colleges Group Health and Safety Policy.
- b) Maintaining good housekeeping and that all work areas are kept clean, tidy and free from obstruction.
- c) Personally following safe working procedures and observing Colleges Group and other safety regulations, e.g. Personal Protective Equipment / Clothing (PPE/C).
- d) Ensuring that safety precautions are observed and that regulations regarding the use of PPE/C and protective clothing etc. are enforced.
- e) Reporting details of faulty or potentially dangerous equipment to the Safety, Health and Environment Manager, the Head of Facilities (EC), Head of Estates (NDC), the person responsible for the work areas and the Head of Faculty / Department.

- f) Reporting any accident, incident, or near miss, however minor on the Colleges Group Accident, Incident or Dangerous Occurrence Reporting Forms, fully completed, signed and supported by witness statements where possible.
- g) Ensuring that in the event of a serious accident, nothing is moved at the scene of the accident, excepting where it is essential to prevent another accident happening, e.g. an explosion, fire or electrocution, or to remove a casualty
- h) Ensuring awareness and compliance with fire drill and fire alarm procedures
- i) As far as it is reasonably practicable, ensuring that all work carried out conforms to the requirements of the Health and Safety at Work etc. Act 1974
- j) Observing the Colleges Group's no smoking, no vaping/electronic cigarettes policies.
- k) Taking all reasonable measures to care for their own health and safety, and for that of their colleagues, learners and any other people who may be affected by their acts or omissions.

3.3.9. Students are responsible for:

- a) Co-operating and maintaining a tidy and safe working and learning environment
- b) Observing Colleges Group Health and Safety rules and regulations
- c) Using the appropriate safety equipment and clothing as directed.
- d) Using in a safe manner, and not wilfully misusing, neglecting, damaging or interfering with apparatus, equipment, Colleges Group premises or services
- e) Reporting any hazard, dangerous equipment or service to the lecturer/teacher in charge of their class or to any other member of college staff
- f) Reporting an accident immediately to the lecturer/teacher in charge of their class or to any other member of Colleges Group staff
- g) Observing the Colleges Group no smoking, no vaping/electronic cigarettes policies

All students are responsible to the Principal and CEO, Colleges Group staff, fellow students and themselves for Health and Safety issues.

3.3.10. The Safety, Health and Environment Manager will be responsible, in consultation with the Executive Director of Estates & Sustainability and the Head of Estates (NDC), for:

- a) Assisting the planning and monitoring of health and safety policies, particularly to ensure the effective implementation of:
 - i) The Colleges Group Health and Safety Policy
 - ii) Faculty / Departmental Health and Safety Information
 - iii) Safe Codes of Practice
 - iv) Safe Working Procedures
- b) Carrying out cross College safety audits in conjunction with the relevant 'line manager'.

- c) Assisting in ensuring College premises are maintained in a safe condition, which is safe and without risk to health.
- d) Organising throughout the Colleges Group a system of reporting accidents, injuries, diseases and dangerous occurrences.
- e) Advising Heads of Faculty/Department and Line Managers in undertaking risk assessments for their area in accordance with the Management of Health and Safety at Work Regulations 1999.
- f) Ensuring that warning notices, safety signs and posters are maintained, appropriate and comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.
- g) Monitoring procedures relating to all current health and safety regulations.
- h) Assisting in ensuring that the necessary safety precautions are taken by staff.
- i) Keeping the Principal and CEO, the Safety Committee, senior staff and other persons as may be necessary, informed of relevant correspondence with regard to health and safety.
- j) Continually developing safe practices to ensure safety for all staff.
- k) Assisting managers in investigating accidents/incidents within their area of responsibility.
- l) Arranging for the upkeep of reporting procedures throughout the Colleges Group.
- m) Maintaining relevant safety data for reference, including details of current health and safety legislation.
- n) Forwarding to the various managers responsible for externally funded students, copies of accident notification forms involving their students.
- o) Assisting the Executive Director of Estates & Sustainability with the review, update and amendment of health and safety information, policy and guidance manual.
- p) Attending the termly Health and Safety Committee meetings as an Ex-officio member.
- q) Liaising with People (HR) to assist with co-ordinating first aid training requirements for staff and ensuring that there are adequate numbers to provide first aid cover throughout the Colleges Group.
- r) Act as the Colleges Group lead for sustainability linked to health, safety and the environment.
- s) To develop and monitor appropriate emergency procedures.

3.3.11. The Occupational Health Adviser (EC) is responsible for:

- a) Assessing the need for health surveillance and co-ordinating the planning, implementation and evaluation of health and safety programmes in conjunction with the Safety, Health and Environment Manager and relevant Committee. In addition, the Occupational Health

Adviser will maintain appropriate records, treatments, referrals, confidential medical forms etc.

- b) Promoting staff health by advising on healthy lifestyle measures and prevention of injury and illness potentially associated with the workplace. The Occupational Health Adviser will provide expertise, relating to matters of health and safety, injury and illness to staff.
- c) In conjunction with management and the Safety, Health and Environment Manager, identifying situations that may be potentially hazardous to health and developing and implementing programmes of appropriate control measures.
- d) Attending meetings of the Health & Safety Committee as an ex-officio member and assisting with updating health and safety documentation.

North Devon College Occupational Health Referrals:

Staff are offered the same level of support from external occupational health services. Staff will automatically receive a copy of any medical report produced by the Occupational Health Services or other Medical Advisor and it is then shared with the College, where the employee agrees to this. At various stages of managing employee's sickness absence, a manager or People (HR) may want to obtain advice on an employee's fitness for work from external occupational health advisers.

3.3.12. The Colleges Group Nurses are responsible to the Director of Safeguarding & Accommodation Services (EC) or the Head of Safeguarding, Wellness and Learner Services (NDC) for:

- a) Providing nursing, including advice and guidance to students, regarding physical and psychological health conditions.
- b) Consulting with and alerting management and staff to any institutional practices which may have an adverse effect on the health and wellbeing of students
- c) Reporting all adverse medical occurrences e.g. cases of confirmed Meningitis etc. to the Safety, Health and Environment Manager (EC) or Head of Estates (NDC) for investigation and evaluation
- d) Liaising with external agencies to support students as required e.g. MASH (Multi Agency Safeguarding Hub), CAMS (Child & Adolescent Mental Health), UKHSA (United Kingdom Health Security Agency) and Paediatricians etc
- e) Providing information on the management of specific medical conditions to students, both individually and to groups on request
- f) Liaising with the Occupational Health Adviser/external OH support regarding joint areas over issues of health concern, and/or health matters requiring development.
- g) Attending meetings on an ad-hoc basis, of the Health and Safety Committee and giving professional advice where needed

3.3.13. First Aiders

- a) Should be reliable and able to remain calm in an emergency and fit enough to be able to deal with a first aid situation

- b) Must deal with an accident or incident in the first instance. First aid includes treatment of minor injuries or illness, which will not always need the services of medical or nursing personnel.
- c) Must be permitted to leave their work immediately and go rapidly to the scene of an emergency when called (first responder).
- d) Must ensure an Accident, Incident or Dangerous Occurrence Reporting Form records any first aid treatment given.
- e) Are responsible in their area for keeping the first aid boxes clean and emergency kits stocked to the required standard.
- f) Must hold an approved First Aid at Work or Emergency First Aid at Work Certificate and be prepared to receive approved refresher training every three years and to attend annual refresher courses where possible.
- g) Must be prepared to take further specific training as approved by the Health and Safety Executive if specific hazards exist in a First Aider's area.
- h) All first aiders, teachers and staff working with students are expected to use their best endeavours at all times, particularly in emergencies, to secure the welfare of the students in education in the same way that parents might be expected to act towards their children. In general, the consequences of taking no action are likely to be more serious than those of trying to assist in an emergency.
- i) First aiders will be expected to give immediate help to casualties with common injuries or illnesses and those arising from specific hazards at the colleges (EC & NDC) or on educational visits/external trips.

3.3.14. Appointed Persons

- a) Should have completed training in Emergency First Aid at Work.
- b) Should render emergency first aid when required.
- c) Take charge of the situation if a serious illness/injury occurs in the absence of a first aider (e.g. call for an ambulance).
- d) Be responsible for first aid equipment in their area in the absence of a first aider.

3.3.15. The Health and Safety at Work etc. Act 1974

The Act requires all employees to behave safely and responsibly at all times. Any action, or failure to take action, which endangers the safety of employees or other people could lead to disciplinary action, legal action or both. The employer also has legal obligations under the Act. A poster outlining the Act will be displayed in all workplaces.

3.3.16. Safety Representatives

Regulations have been issued under the provisions of the Health and Safety at Work etc. Act 1974 for the appointment of safety representatives by 'recognised' Trade Unions, who will represent all

employees. Line managers should know who the safety representatives are and what their powers are under the Safety Representatives and Safety Committee Regulations 1977.

The functions of the Safety Representatives are:

- a) To report potential hazards and dangerous occurrences at the workplace to their line manager and the Safety, Health and Environment Manager (EC), Head of Estates (NDC) without delay
- b) To report complaints by any employee they represent relating to that employee's health, safety or welfare at work
- c) To make representations to the employer on matters arising out of sub-paragraphs a) and b) above
- d) To inspect the workplace
- e) To represent the employees they were appointed to represent in consultations at the workplace with inspectors of the Health and Safety Executive and of any other enforcing authority
- f) To receive information from inspectors in accordance with section 28(8) of the Health and Safety at Work etc. Act 1974
- g) To attend meetings of Health and Safety committees to which they have been appointed in the capacity as a safety representative in connection with any of the above functions.

In order to fulfil their functions, safety representatives should take all reasonable practical steps to:

- a) *Keep themselves informed of:*
 - i) *The legal requirements relating to the health and safety of persons at work, particularly the group or groups of persons they directly represent*
 - ii) *The particular hazards of the workplace and the measures deemed necessary to eliminate or minimise the risk deriving from these hazards, and*
 - iii) *The health and safety policy of their employer and the organisation and arrangements for fulfilling that policy*
- b) *Encourage co-operation between their employer and the employees in promoting and developing essential measures to ensure the health and safety of employees and in checking the effectiveness of those measures.*
- c) *Bring to the employer's notice, normally in writing, any unsafe or unhealthy conditions or working practices or unsatisfactory arrangements for welfare at work, which come to their attention whether on an inspection or through day-to-day observation. Such a report does not imply that all other conditions and working practices within the parameters laid down by the Health and Safety at Work etc. Act 1974 are safe and healthy or that the welfare arrangements are satisfactory in other respects*

Whilst there is provision for written reports, safety representatives are not precluded from bringing matters to the attention of the employer or their representative by a direct oral approach,

particularly in situations where speedy remedial action is necessary. Indeed, it will be appropriate for minor matters to be the subject of direct oral discussion without a formal written approach.

Representatives should note the emphasis which has been placed on the encouragement of co-operation between the employer and employee. This need for co-operation has also been written into the Act. Section 2(6) requires an employer to consult safety representatives with a view to the making and maintenance of arrangements which will enable them and their employees to co-operate effectively in promoting and developing measures to ensure the health and safety at work of the employee, and in checking the effectiveness of such measures.

It cannot be emphasised too strongly that there is a great need for a true spirit of co-operation in the common cause of health and safety to be nurtured at all levels.

The method of appointment and termination of appointment of Safety Representatives will be dealt with through relevant Trade Union Organisations.

Safety representatives are entitled to carry out inspections of the workplace monthly. This may be varied if the employer agrees to more frequent inspections, or if there has been a substantial change in the conditions of work. The employer is required to provide such facilities and assistance as the safety representatives may reasonably require. There is nothing to prevent the employer or their representatives from being present at these inspections if they wish, but independent investigations may be carried out.

An employer is required to allow a safety representative to take such time off with pay during the employee's working hours as shall be necessary for the purpose of performing their function as a safety representative, and as may be reasonable for undergoing training to carry out these functions. It has been recommended that leave of absence with pay should be given on the basis of a mutual recognition that attendance on courses will be subject to the exigencies of service and that any differences will be resolved within the already agreed procedures for grievances and disputes. On appointment, Safety Representatives will be entitled to paid time off in order to attend basic training courses. All time off should be taken subject to reasonable notice being given to the safety representative's line manager, who should keep a record of time absent. Similarly, the employer must provide facilities and assistance to safety representatives for carrying out their functions. These will be accorded following consultation as circumstances require in each case.

Information to be provided by Employers to Safety Representatives.

The Regulations require employers to make information within their knowledge available to safety representatives to enable them to fulfil their functions. Such information should include:

- a) *Information about the plans and performance of their undertaking and any changes proposed insofar as they affect the health and safety at work of their employees.*
- b) *Information of a technical nature about hazards to health and safety and precautions deemed necessary to eliminate or minimise them in respect of machinery, plant, equipment, processes, systems of work and substances in use at work, including any relevant information provided by consultants or designers or by the manufacturer, importer or supplier of any article or substance used, or proposed to be used, at work by their employees.*
- c) *Information which the employer keeps relating to the occurrences of any accident, dangerous or notifiable industrial disease and any statistical records relating to such accidents, dangerous occurrences or cases of notifiable industrial disease.*

- d) *Any other information specifically related to matters affecting the health and safety at work of their employees, including the results of any measurements taken by the employer or persons acting on their behalf in the course of checking the effectiveness of their health and safety arrangements.*

3.3.17. Health and Safety (Consultation with Employees) Regulations 1996

Although consultation with trade union representatives has been a requirement since 1977, when the Safety Representatives and Safety Committee Regulations (SRSCR) were implemented, there has been no obligation to consult employees who were not affiliated to a trade union. These Regulations require employers who recognise a trade union to consult union-appointed safety representatives on safety matters affecting the group or groups they represent. However, the HSCER 1996 were drawn up after the European Court of Justice ruled in 1994, that it was insufficient for organisations to only consult with trade union representatives.

Therefore, the Colleges Group consults with all of its employees, either directly, or via an appointed representative. The recognised trade unions at the Colleges Group have agreed to represent non-union employees with respect to Health and Safety matters.

3.3.18. Health and Safety Committee

There are Health and Safety committees which meet at regular intervals as shown on the College calendars. This shall not be less than once a term. The membership and its constitution will comply with the Safety Representatives and Safety Committees Regulations 1977. Minutes of these meetings will be available to staff.

Membership:

Exeter College Committee Members:

		Contact
Steve Strang	Executive Director of Estates & Sustainability	400494
TBC	Governor	
Nick Anderson	HoF Maths & Science	400340
Tracey Bennett	HoF Hospitality, Hair & Beauty	400539
Andy Wells	HoF Engineering, Automotive & Aerospace	400370
Ben Arnold	Head of People	400362
Ian Wallace	HoF IT	400580
Lee Martin	Teaching, Learning & Development Representative	400819
Ben Hedden	Manager Haven Banks	400150
Jo Crocker	HCP Representative	400651
Dave O'Connor	HoF Construction	400391
Sam Wilson	Director of Apprenticeships	400400
Natasha Craig	Art & Design Representative	400973
Lisa Gray	Maths and Science Representative	400347

Ex-Officio:

Mike Loomes	Safety, Health and Environment Manager	400459
Amanda Frank	Occupational Health Adviser	400484
Chris Morris	NEU H&S Representative	400395
LLT Students	Learner Leadership Team Representative/s	400302

North Devon College (NDC) Committee Group:

Martha Headford	HR Advisor	01271 447108
Jason Quinn	Head of Estates	01271 447464
Michael Bazley	Faculty Manager	01271 852492
Saima Malik	Health and Safety Administrator	saima.malik@petroc.ac.uk

Edwina Stevenson
Amy Tuson
Samantha Booth
Toby Di Georgio

Maintenance Manager
Communication Support Worker
Lecturer - Active Studies
Faculty Manager

01271 852428
amy.tuson@petroc.ac.uk
01271 852492
01271 852466

3.4 Arrangements



3.4.1. Illness/Accident

A First Aid

Details of the Colleges Group first aid procedures will be displayed on the Staff Hub (EC) /separate detailed First Aid Policy, found on the Health and Safety intranet page (NDC), and Colleges Group premises. Rooms containing First Aid boxes are clearly indicated. If such a door has to be locked for Estate Services or safety reasons a First Aid box will be situated in an obvious position nearby in the corridors, normally by exits or lifts.

The Colleges Group will also take account of staff mental health requirements in needs assessments.

B Qualified First Aiders

A list of First-Aid contacts trained to give assistance if required during the daytime working hours is on the College Staff Hub/Portal pages. Access by clicking on the link below:

<https://adexecollacuk.sharepoint.com/sites/staff/SitePages/FirstAid.aspx> (EC)

<https://my.petroc.ac.uk/staff/first-aiders/> (NDC)

C First Aid Boxes

Suitable and sufficient First Aid boxes/kits are located in all premises and vehicles as appropriate, managed by First Aiders.

D Accident and Emergency Procedures

Do not leave the patient alone and render first aid, if possible, but only if you are trained to do so.

Contact the nearest first aider(s) (see 3.4.1. – B above) who will conduct their duties in line with the relevant procedures found in section 3.3.13 of this policy. They will arrange help for the patient, or organise transport to the Accident & Emergency Department, Royal Devon & Exeter Hospital (Wonford), Barrack Road, Exeter (EC), or North Devon District Hospital, Raleigh Heights, Barnstaple EX31 4JB (NDC), by Ambulance. Dial 999 in an emergency or 111 for a non-emergency.

Defibrillators are located across Exeter College sites in 10 locations recorded on The Circuit and Staff Hub. Emergency inhalers and Auto-injector pen kits are located across all Exeter College sites. North Devon campus has defibrillators across the campus and auto-injectors available where identified by the N. Devon College Nurse from referrals.

Following an accident

Staff must ensure an Accident, Incident or Dangerous Occurrence Reporting Form is completed and submitted to the relevant HoF/D and then the Safety, Health and Environment Manager (EC),

or Head of Estates (NDC) without delay. Exeter College forms available on the H&S pages of the Staff Hub, North Devon College form available online.

Report the accident immediately to Head of Faculty / Department or Line Manager.

If an ambulance is called, contact Estates Services or if an ambulance is called out of normal working hours, inform Estates Services and the Evening Duty Manager (on duty EC between 17.00 and 21.00, Monday-Thursday), mobile telephone number 07733 107510. NDC-based staff to call the emergency number 07712 193822.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

General

Details of all injuries, however minor, incurred at work must be entered on an Accident, Incident and Dangerous Occurrence form and submitted to the relevant HoF/D and Safety, Health and Environment Manager without delay. Staff and first aiders must organise who is responsible for completing the form and forwarding it to line managers and Safety, Health & Environment Manager accordingly.

The Safety, Health and Environment Manager or Head of Estates (NDC) must be informed immediately in the event of a serious accident or dangerous occurrence also when an employee, student or self-employed person working under the Colleges Group's control remains **absent for more than seven consecutive days**, following an accident at College or if they have been detained in hospital.

- (a) Following an accident, a member of staff must complete an Accident, Incident or Dangerous Occurrence Reporting Form, which must be submitted to their HoF/D and then the Safety, Health and Environment Manager (EC) or Head of Estates (NDC) immediately.
- (b) When completing an Accident, Incident or Dangerous Occurrence reporting form regarding an accident to a student. If a student is funded through an external contract, this fact must be recorded on the relevant forms. **All forms must be completed in full.**
- (c) Notify the Head of Faculty / Department or line manager.

To fulfil legislative requirements all accidents, incidents which occur on college sites or in connection with the work of ENDC and work-related ill health, must be reported to the Safety, Health and Environment Manager (EC) or Head of Estates (NDC). This is applicable to staff, students, visitors, contractors and members of the public. Accident, incident and ill health statistics also contribute to the analysis of health and safety management. Where, under the Reporting of Injuries Diseases and Dangerous Occurrences Regulation (RIDDOR), notification to the enforcing agency is required, this is undertaken by the Safety, Health & Environment Manager/Head of Estates accordingly. Where, under the Training Provider Contract, such accidents are required to be reported to the Education Skills Funding Agency, this is undertaken by the Safety, Health & Environment Manager/Head of Estates.

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR)

All injuries, diseases and dangerous occurrences as specified within the above regulations shall be reported without delay to the Safety, Health and Environment Manager (EC), or Head of Estates (NDC) or in their absence the Executive Director of Estates & Sustainability, who shall advise the Health and Safety Executive within the specified time schedule.

The Safety, Health and Environment Manager (EC) and the Head of Estates (NDC) will take the appropriate reporting action in accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

Regular updates of RIDDOR reportable accidents and incidents are provided to the Executive Director of People and Organisational Development to report directly to SLT.

Notification and reporting of injuries and dangerous occurrences

The Regulations require that the relevant enforcing authority is notified 'by the quickest possible means e.g. telephone', and subsequently an official F2508 report will be generated either by the enforcing authority or by the Safety, Health and Environment Manager regarding incidents including:

- a) The death of any person as a result of an incident arising out of or in connection with work
- b) Any person at work suffering a **specified major injury** as a result of an accident arising out of or in connection with work
- c) Any person who is not at work suffering an injury as a result of an accident arising out of or in connection with work and where that person is taken from the site of the accident to a hospital for treatment in respect of that injury
- d) Any person who is not at work suffering a specified injury as a result of an accident arising out of or in connection with work at the Colleges Group.
- e) Where there is a dangerous occurrence
- f) Incidents of non-consensual physical violence
- g) Where, as a result of an accident arising out of or in connection with work a person is absent from work for more than 7 consecutive days.

The Safety, Health and Environment Manager (EC), Head of Estates (NDC), must also report as soon as practicable, and in any case within 10 days of the accident/incident, using the approved form, any situation where a person at work is incapacitated for work of a kind, which they might reasonably be expected to do. Details of Notifiable Injuries and Diseases are available online from the HSE or from the Safety, Health and Environment Manager and Occupational Health Adviser (EC) or the College Nurses (EC & NDC) and Head of Estates (NDC):

A specified reportable injury is defined as:

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs

- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

3.4.2 Fire Procedures and Guidance

GENERAL STAFF INSTRUCTION

All staff must be familiar with the fire procedures as required by the Regulatory Reform (Fire Safety) Order 2005, the Management of Health and Safety at Work Regulations 1999 and the Health and Safety at Work etc. Act 1974. Specific Fire Risk Assessments have been completed for each Colleges Group property and on these the following general procedures are based.

Fire procedure notices are posted throughout Colleges Group buildings and can be found on exit routes normally adjacent to fire alarm call points and are conspicuously placed in some identified rooms. All staff must ensure that they are totally familiar with the various means of escape (following green exit signs) by walking the routes from the area in which they are normally deployed. Staff should know their assembly points, which are also indicated in the fire procedure notices for the building.

If you have to evacuate the premises:

- Do exit quickly and calmly
- Do not stop to collect personal belongings
- Do close doors behind you, but do not lock them
- Do not use any lifts
- Do go directly to open air
- Do not enter an adjacent building
- Do go directly without stopping to your designated fire assembly point

On hearing the alarm, staff not at their usual workstation must evacuate the building and go to the designated fire assembly point for that area. On no account must they return to their own Faculty / Department.

The 'break glass' fire alarm call points can be found on corridors and adjacent to final exit doors.

Portable firefighting equipment is sited in 'high risk' rooms and at regular intervals in corridors. Under no circumstances should portable firefighting equipment be used by any untrained personnel. Those who have been trained should only use it if it is safe to do so.

Where College Fire Marshals have been utilised, any instructions they give to staff must be complied with. Fire Marshals are exercising their duties under the direct authority of the Colleges Group Principal & CEO.

FIRE SAFETY

Fire safety is everyone's responsibility. All employees, students, contractors and visitors are expected to follow established safety procedures to ensure the safe use of electrical/gas

appliances, the safe use, storage and disposal of hazardous/combustible materials and compliance with the requirements of the Colleges Group's policy on smoking.

In addition to the legal fire prevention requirements, advice on specific fire prevention practises is available from the College Safety, Health and Environment Manager (EC) and Head of Estates (NDC).

FIRE PRECAUTIONS

Fire doors must be kept clear of obstruction and closed at all times, unless they are doors which automatically close when the alarm is activated. This is to maintain compartmentalisation of the building and to prevent the spread of the fire and/or toxic smoke.

Corridors, stairways, landings and escape routes must be kept clear at all times of anything that is likely to cause a fire or accident or to impede evacuation in an emergency.

Hazardous materials must be stored, used and disposed of in accordance with all legal requirements and safe working practices.

All firefighting equipment must be kept free from obstruction and be readily available for use in an emergency. Portable firefighting equipment must not be removed or repositioned without authority from the Safety, Health and Environment Manager (EC) or Head of Estates (NDC).

Any obvious or suspected damage to, or misuse of, a fire alarm or firefighting equipment must be reported immediately to the Estates offices by calling 400451 (EC) / North Devon College 01271 447514.

Fire Action Procedure

All members of staff will be instructed in the evacuation procedure at their induction and at any local induction that might be required. Regular evacuation drills will be carried out for the purpose of testing the efficiency of the procedure and for training.

Any person suspecting or discovering a fire must:

- Any person discovering a fire must activate the nearest Fire Alarm Call Point. This action will automatically activate the audible / visual alarms
- If you are last to leave a room, close but do not lock doors behind you.
- Leave the building by the nearest available Exit to the outside
- Do not use any lift
- Go immediately to the designated Fire Assembly Point
- Await further Instructions. Do not re-enter any building until instructed to do so by a Fire Officer, Senior Member of the Colleges Group Leadership Team or Estates Staff.
- Instructions given by the nominated staff (Fire Marshals/Estates Staff) must be followed. Breaches of these procedures will be considered serious and will be dealt with under the Colleges Group's Disciplinary Procedures

On hearing or seeing the alarm (Continuous Siren / Flashing Light) any person must:

- Leave immediately by the nearest exit to the outside
- If you are last to leave a room, close but do not lock doors behind you
- Do not stop to collect belongings
- Keep moving swiftly, do not run
- Do not use any lift
- Go immediately to the designated Fire Assembly Point

- Await further Instructions. Do not re-enter any building until instructed to by a Fire Office, Senior Member of the Colleges Group Leadership Team or Estates Staff.
- Instructions given by the nominated staff (Fire Marshals/Estates Staff) must be followed. Breaches of these procedures will be considered serious and will be dealt with under the Colleges Group's Disciplinary Procedures

DUTIES OF TEACHERS/LECTURERS

Teachers/Lecturers are responsible for their students when in class and must make themselves aware of fire procedures for the buildings and sites in which they teach/lecture. **Please familiarise yourself with the Fire Procedure notices in the corridors.**

On hearing or seeing the evacuation signal, a continuous sounding of the fire alarm and or flashing beacons, the teacher/lecturer must ensure that students under their supervision are made aware of the location of the assembly point. Also, that they leave the building by the nearest available exit route in a calm and orderly manner (follow green emergency signage for quickest route out of a building).

EVACUATION PROCEDURE FOR THOSE WITH DISABILITIES

Wheelchair Users or those with mobility issues – Personal Assistants also in Attendance ('Buddy' identified when completing a PEEP form for an individual)

The tutor is responsible for making sure the person with mobility issues is aware of the evacuation procedure and for appointing a Buddy if appropriate (identified when completing a PEEP form). On hearing the fire alarm, the Buddy in attendance will (if situated on the ground floor) evacuate the building with the person with mobility issues by the nearest available exit and proceed to the assembly point.

When situated elsewhere than on the ground floor the attendant shall proceed with the person with mobility issues to a fire resisting enclosure (Refuge Point) usually located on a stairwell. The Buddy, once at a Refuge Point should stay with the person with mobility issues and must ensure that a message is relayed by the fire marshals, tutors or fellow students to the co-ordinator giving the exact location i.e. lift lobby, or stairway, and floor level. Once it is safe to do so the individual with mobility issues should be assisted in exiting the building – this may vary from a supporting arm or the use of the Evac-Chair in rare situations.

To use the Evac-Chair you must be familiar with its operation – the full instructional video is viewable here: https://www.youtube.com/watch?v=vETgg_O_cA

Where the individual cannot safely be assisted out of the building they should stay in the refuge area. The location of any remaining students/staff must be passed on to the Fire Officer in charge of the first fire appliance to arrive so that appropriate rescue can take place.

A Personal Emergency Evacuation Plan (PEEP) document is available on the Health and Safety Staff Hub pages (EC) and must be completed for those with specific needs and properly communicated to staff/buddies in areas used by the identified students.

The Fire Service will normally be in attendance within approximately 3 to 5 minutes of receiving the call (EC city centre sites).

North Devon and Tiverton campuses are within 5-10 mins of the fire stations as a priority 1 'shout out'.

Deaf/Hearing Impaired Persons.

The majority of Colleges Group buildings are fitted with flashing beacons; these are located in public areas and corridors. Deaf or hearing-impaired students who are likely to be working in an isolated area are encouraged to advise an appropriate member of staff of this fact, so that they may be notified of any alarm (utilising the Buddy system).

Blind/Visually Impaired Persons

Blind/visually impaired persons are advised to locate and become familiar with evacuation routes and assembly points in their early days at College (EC & NDC) and should also make special arrangements (Buddy system identifies individuals in PEEP form) for their evacuation in the event of fire.

FIRE MARSHALS

In the majority of the Colleges Group buildings, it is not practicable to have a roll call or to keep a formal register due to the significant proportion of people coming and going at any one time. As a result, Fire Marshals are trained and appointed to assist in the safe evacuation of all students, staff and visitors present from predesignated areas of the building.

Fire Marshals have been trained to assist staff, students, contractors and visitors evacuate their designated area of the building when the alarm sounds. They will be familiar with all exit points and will direct staff, students and visitors towards the most appropriate exit. Additionally, their training allows them to act as fire co-ordinator and to be the first point of contact with the emergency services when they arrive on site and to stop people entering until the all-clear is given.

It must be stressed, however that Fire Marshals are not trained to be fire-fighters but may have had portable fire extinguisher training in order to extinguish small fires, but only if safe to do so or to assist on escape routes.

When the Alarm Sounds

In the event that the fire alarm sounds, Fire Marshals are to:

- Direct staff, students and visitors towards the nearest available exit
- Maintain a steady flow of people evacuating the building and to prevent 'bottlenecks' building up by redirecting staff, students and visitors towards other available exits if safe to do so, so that they are not placed at risk.
- Direct staff, students and visitors away from potential sources of fire, if they are known.
- Actively seek assurance that there are no staff, students or visitors waiting at Refuge Points under their control.
- Ensure, so far as is reasonably practicable, that the floor is clear or is actively evacuating, closing fire doors behind them.
- Leave the building themselves by the nearest available exit
- Report to the Fire Co-ordinator, who will be at the fire control point, on the status of their area using a pre-determined short checklist.
- Remain with the Fire Co-ordinator so that they can be re-deployed to aid in controlling other aspects of the evacuation or to be at the disposal of the Senior Officer of the emergency services on site.

- Assist once permission has been given on informing those at assembly points to re-enter
- Take part in a de-brief session with the Fire Co-ordinator once permission to re-enter has been given.

Staff and students must read, understand and obey the Colleges Group Fire Procedures. Fire doors must always be unlocked but closed when not in use. They must not be obstructed. Posters must not be attached to fire doors, and the visibility panels must not be obscured.

3.4.3. Fire Drills

Fire drills (practice emergency evacuations) will take place at the beginning of the new academic year during the Fire Drill Weeks and at other times if deemed necessary and appropriate.

All new staff and students must be informed of what to do in case of fire / emergency evacuation during their initial induction programme.

Fire Drills are extremely important in order that we may test the procedures and learn how to evacuate Colleges Group buildings quickly and in an orderly fashion. It is important that all staff respond in a positive manner and set an example for students to follow.

Where circumstances dictate, alternative fire drills will be developed, working with the local fire service (Devon and Somerset Fire and Rescue Service), to ensure the Colleges Group meets the necessary requirements e.g. non-evacuation fire drills during a pandemic where it is not suitable to evacuate large numbers through college buildings and gathering at assembly points en masse.

Weekly testing of the fire alarm systems is undertaken 08:15 Mondays at The Centre for Progression Tiverton, 08:15 Wednesdays at North Devon College.

Estates Services are responsible for weekly testing of alarm systems at Exeter College sites, unless this is clearly documented for identified faculties or departments to conduct their own tests.

3.4.4. Health and Safety Inspections

Heads of a Faculty / Department will be responsible for ensuring that regular inspections take place. A record must be kept of inspections in a safety book or online folder within their Faculty / Department. Where hazards are identified, these must be submitted as a Job Tracker or entered on a College Hazard Form and submitted to the Safety, Health and Environment Manager (EC) immediately.

The Colleges Group recognises the value of regular health and safety inspections. Inspections can be undertaken at ENDC Group by Union Safety Representatives, the Safety, Health and Environment Manager (EC) or Head of Estates and the Estates Team (NDC).

3.4.5. Lifts

- You must enter and leave the lifts with care.
- Give priority to those with physical or sensory disabilities.
- During busy periods, such as lesson changeover times, only those with priority lift passes should use the lifts.
- Do not overload the lifts.
- You must not endanger life by tampering with the mechanisms in any way. No open food or drink to be taken into lifts.
- Lifts must not be used in the event of fire.

-Some lifts in Colleges Group buildings are not suitable to transport goods, and this is to be adhered to by all staff and contractors

3.4.6. Parking

The Colleges Group operates a 'Pay and Display' policy at a number of sites, the terms and conditions vary and are clearly displayed at each Pay Point. All visitors must obtain a parking permit in addition to a Pay and Display ticket, which must be clearly displayed. You must not park motorcycles or bicycles except in authorised places (map of bicycle rack locations available on the Staff Hub - EC). You must not create dangerous situations by careless parking or create an obstruction, especially of fire exits / routes or walkways. Vehicles illegally parked on Colleges Group premises may be issued with a Parking Charge Notice (PCN).

Bicycles stored anywhere on a college site other than the designated areas will be removed by the Estates Teams. It is not the Colleges Group's responsibility to replace locks which are cut when removing bicycles from areas where they have created dangerous situations and/or an obstruction of fire exits, emergency routes or walkways.

At the Exeter College city centre campuses, parking is restricted to authorised visitors and 'Blue Badge' holders only. There are no staff parking facilities at the Hele Road Campus. Staff and visitors who contravene this procedure will be asked to move and/or issued with a Parking Charge Notice (PCN). Access for emergency vehicles must be kept clear at all times.

North Devon College:

- All staff & students must have a valid parking permit, pay and display ticket or payment by phone
- The car parks will be monitored from 8.30am – 5.00pm (term time only)
- You must display the permit or ticket clearly in the front windscreen of your vehicle
- Park correctly following local signs
- Follow the 10mph speed limit
- Failing to follow the parking regulations will result in the issue of a Parking Charge Notice (PCN)
- We cannot guarantee you a space, even if you have a permit. For further details, contact Customer Services on 01271 852555

3.4.7. Speed Limits

You must drive DEAD SLOW on College premises. The speed is limited to 5 or 10 miles per hour on Colleges Group sites. Be aware of pedestrians, as they have the right of way. Always allow for those with sight and hearing impairment.

The Estates Teams have management responsibility for the safe use of all sites operated/managed by the Colleges Group. At all sites the pedestrian/vehicle interface will be assessed. Wherever possible, pedestrians and vehicles will be segregated. Where this is not possible, other means of control will be examined and where reasonably practicable, introduced to maximise control. Adequate arrangements for parking for persons with limited mobility will be observed.

3.4.8. Gangways, Exits and Entrances

You must not obstruct corridors, exits or staircases. Designated fire exits must be kept clear and free from all obstructions at all times. Fire doors must be kept closed, unless designed to remain open (closing mechanism installed) and must be unlocked.

3.4.9. Stairhead Safety

Staircases must always be kept clear. Do not sit on the stairs or on radiators on landings, or in or around stair heads. Use handrails when transiting up and down stairwells or steps on site.

3.4.10. Running

You must not run on college premises, in or between the buildings.

3.4.11. Smoking

The Colleges Group have policies in place for Exeter and North Devon i.e. a No Smoking Policy in place, enforced across all sites, both indoors and outdoors for Exeter, and designated smoking and vaping areas for North Devon and the Centre of Progression in Tiverton.

On the 1st July 2007, the Health Act 2006 came into effect. This legislation bans smoking in certain premises, places and vehicles. This ban applies to all workplaces and enclosed public places.

Smoking, this includes 'vapes, electronic cigarettes/devices', is not permitted in any part of the College premises or on any of the College grounds at any time, by any person regardless of their status or business with the Corporation (EC).

Smoking, this includes 'Vapes, Electronic Cigarettes/devices', is not permitted in any vehicles belonging to or leased to the Colleges Group.

Employees wishing to smoke must do so in their designated break times and must go off-site (EC), or to designated areas at North Devon College campus and Tiverton. This includes those who wish to smoke 'electronic' cigarettes/vapes.

Assistance can be provided to those employees who wish to give up smoking. Employees wishing to do this should contact the Occupational Health Adviser (EC), or call the NHS Smoking Helpline, or visit their website at:

<https://www.nhs.uk/smokefree/help-and-advice/support>

All employees are responsible for complying with this policy and also ensuring that students, visitors and all others, whom they may come into contact with through the course of their employment, also comply with this policy.

Failure to comply with the law is a criminal offence. Penalties and fines are as follows: For smoking in smoke free premises or work vehicles a fixed penalty notice of £50 imposed on the person smoking, or a maximum fine of £200 if prosecuted and convicted by a court.

Any employee who is found to be smoking on the College premises (EC) will also be liable to disciplinary action in accordance with the Colleges Group's disciplinary procedure.

North Devon College: All buildings and vehicles belonging to, or hired by, the ENDC Group are designated as non-smoking, thus protecting non-smokers from the exposure of smoke fumes. On certain sites, shelters where smoking is permitted are provided (see local information). Vaping within buildings and vehicles also follows the same principle and will only be permitted in designated shelters. Such shelters may differ from those used for smoking. This is to encourage those trying to give up smoking to do so in a smoke free environment. For further information please see the College Smoking Procedures (NDC) and Stop Smoking posters around North Devon College.

3.4.12. Protecting yourself against infection.

Simple measures such as hand washing will help protect you and others from cross infection. However, blood borne viruses such as Hepatitis B or C and H.I.V. are a risk, which may be spread by body fluid contact. To prevent cross infection, you should:

- Wear gloves when carrying out first aid procedures
- Cover your own skin sores or wounds with a waterproof plaster
- Wear a plastic apron when dealing with large quantities of a casualty's body fluids. Plastic glasses will protect your eyes against splashes.

If your eyes, mouth or wounds on your skin are splashed by a casualty's blood, wash thoroughly and contact the Occupational Health Adviser on 400484 (EC) or seek occupational health support through your line manager (NDC).

All first aiders at the Colleges Group have access to vent aid face shields which they should use for mouth-to-mouth ventilation.

Staff at risk of infection within the Colleges Group are familiarised with the current procedures to be employed to control this risk by the Colleges Group's Nurses and Occupational Health Adviser/external support at their pre-employment assessment.

Specific health and safety measures are developed and promulgated to all staff and students during an outbreak which places everyone at risk to include, but not limited to, an epidemic or pandemic. The Colleges Group will adhere to all government guidance provided to FE education settings and for workplace safety. The Business Continuity Group have produced contingencies for such events and will manage the initial response.

All staff should take care that they are not pricked by any glass or needles which they may have to handle at the Colleges. Any accidents involving hypodermic needles must be reported to the Occupational Health Adviser (EC), or Head of Estates (NDC) and an accident form completed.

3.4.13. Housekeeping

It is essential that all work and study areas are maintained in a clean and tidy condition, failure to do so may constitute a breach of health and safety procedures. It is your responsibility to ensure that good housekeeping is applied in your work area and not that of the cleaning staff/contractors. Ensure that walkways and fire exits are kept clear of any kind of obstruction and that rubbish, especially combustibles are not allowed to accumulate; it must be cleared daily.

Litter can be a hazard causing slips, trips, falls and fires, do not drop it.

3.4.14. Contractors

All members of staff are asked to co-operate as far as they can in ensuring that contractors follow safe working practices. Any dangerous or potentially dangerous situations should be reported immediately to the Safety, Health and Environment Manager, Head of Facilities or the Maintenance Manager (EC), Head of Estates (NDC). Contractors should be provided with a copy of the Colleges Group Safety procedures. All contractors must be selected from the list of companies approved by the Corporation and have the necessary insurance requirements in place. All queries must be directed to the Head of Facilities on 400498 or Maintenance Manager on 400445 (EC), or Head of Estates (NDC): jason.quinn@petroc.ac.uk

3.4.15. Safety Procedures for Contractors

Contractors appointed to undertake work at the Colleges Group premises shall:

- a) Comply with the Health & Safety at Work etc. Act 1974 and all relevant subordinate legislation, especially the Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2015 and approved codes of practice.
- b) Appointed contractors will at all times comply with college health and safety procedures.
- c) Contractors and any sub-contractors they use will ensure at all times the health and safety of themselves and others who may be affected by their undertaking.
- d) Contractors will ensure that College fire procedures are followed and that access and egress, to and from all College sites is not obstructed in any way.
- e) Equality & Diversity Obligations. ENDC Group is committed to safeguarding and promoting the welfare of children, young people and adults. We are also responsible for promoting equality of opportunity and access to all, irrespective of age, background, race, gender, religion, ability, disability or sexuality. We fully expect all contractors to share our commitment and responsibility and note that the Colleges Group will:
 - Investigate complaints of discrimination, bullying or harassment and take prompt and appropriate action
 - Ensure that all members of the Colleges Group, contractors, visitors and work placement providers are responsible for complying with the Colleges Group policy
 - Inform all people that discrimination is not acceptable
 - Stop discrimination, bullying or harassment and take positive action when it occurs

3.4.16. Permits to work

Permits to work are held by the Estates department. These will be issued by the Safety, Health & Environment Manager (EC) or Head of Estates (NDC) where the following work is involved:

- a) Hot Work such as welding, oxyacetylene cutting and disc cutting etc.
- b) Working in confined spaces
- c) Working at height
- d) Excavations
- e) Removal of Asbestos

Permits to work must be signed off by contractors and a member of Estates on completion of the work.

3.4.17. Personal Protective Equipment and Clothing (PPE/C)

Personal protective equipment / clothing will be supplied free of charge to employees where hazards cannot be controlled by other means. Where there is a requirement to use PPE/C, which will be identified on the risk assessment or the COSHH assessment, then the PPE/C must be worn, and appropriate training will be given. PPE/C must be suitable for the type of protection required

and must be maintained in clean and working order. Where students are required to wear PPE/C, staff must ensure that it is worn and that it is worn correctly and compatible. The provision and use of PPE/C is the responsibility of the Head of Faculty / Department or Line Managers. Advice regarding the correct use and choice of PPE/C is available from the Safety, Health and Environment Manager.

3.4.18. Hazards and Risks

A hazard is anything that has the potential to cause harm, such as chemicals, electricity, working from ladders, an open drawer, unsafe acts or conditions, etc.

The Risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

Risk Rating = the probability x the severity x the frequency.

If you discover a potentially serious hazard, remove it or deal with it yourself if possible, or prevent contact or access to it. Inform the Safety, Health and Environment Manager, the Maintenance Manager, or the Head of Facilities (EC) immediately (400459, 400445 or 400498) or the Head of Estates (NDC): jason.quinn@petroc.ac.uk or Maintenance Manager (NDC) edwina.stevenson@petroc.ac.uk. Then complete an Accident, Incident or Dangerous Occurrence Form, which should be submitted immediately. Forms available online.

YOU MUST NEVER IGNORE A HAZARD OR DANGEROUS SITUATION

3.4.19. Risk Assessments

The Management of Health and Safety at Work Regulations 1999.

Risk assessments will be carried out in order to:

- Assess the risks from identified hazards to the health and safety of employees to which they are exposed whilst they are at work, and to
- Assess the risks to health and safety of persons not employed by the Colleges Group arising out of or in connection with the work of the Colleges Group
- Record significant findings of the risk assessments to include suitable and sufficient control measures to reduce the risks to as low as is reasonably practicable (ALARP)
- Review and revise risk assessments to ensure they are relevant and up to date

Additional and specific risk assessments shall be made for Fire, New and Expectant Mothers and for Young Persons who are defined as under the age of 18 years and are seen as being at particular risk. Every employer shall ensure that young persons employed by him are protected at work from any risks to their health or safety, which is a consequence of their lack of experience, or absence of awareness of existing or potential risks or the fact that young persons have not yet fully matured.

Each Faculty will be divided into relevant areas for risk assessment purposes. Senior Managers may nominate competent person/s to undertake risk assessments within their area but will undertake assessment audits to ensure they are in place and relevant.

3.4.20. Control of Substances Hazardous to Health (COSHH) 2002 Regulations

The Colleges Group will keep records of risk assessments for substances hazardous to health which are being used, and the means by which the risk is eliminated or reduced to an acceptable level. Results of any atmospheric or medical monitoring shall be recorded, as will the results from any

maintenance checks on ventilation equipment designed to reduce exposure to substances hazardous to health.

COSHH assessments are an integral part of any risk assessment carried out under Regulation 3 of the Management of Health and Safety at Work Regulations 1999.

All College staff will comply with the COSHH Regulations when using substances. Any hazardous substances for disposal, must be stored in the chemical store at the Maths and Science Centre (EC) and must clearly state the quantity and substance description.

A register of such substances will be forwarded to the Head of Estates (NDC) and Health and Safety Team annually with periodic updates as required. The use of chemicals within laboratories will be in accordance with CLEAPSS (Consortium of Local Education Authorities for the Provision of Science Equipment) guidance. For further details please see the COSHH Procedures No. P67001 (NDC).

3.4.21. Asbestos

Due to the age of some of the Colleges Group's buildings, there is a certain amount of asbestos containing material present. The Colleges Group has a legal duty to manage any asbestos containing materials (ACMs).

The asbestos containing materials have been identified and the information is held in registers that are available from the Estates Departments. These registers are available to all contractors, maintenance staff and anyone else who may need to work on the fabric of the Colleges Group buildings.

Only authorised staff may carry out invasive work, therefore any work involving demolition, drilling, cutting etc. must not take place without first gaining approval and consulting the register. If in any doubt contact the Head of Facilities, Maintenance Manager or Safety, Health and Environment Manager (EC), or the Head of Estates (NDC) before work commences. All work is carried out by a suitable operative or contractor with the relevant training, qualifications and licences for handling and disposal.

ENDC Group has a programme of encapsulating or removing asbestos containing materials. In the meantime, existing materials are marked and managed to ensure they are safe and will not present any risk to those using the Colleges.

3.4.22. Duty not to misuse

The Health and Safety at Work etc. Act 1974 imposes one duty on all people at work and members of the public, including children, not to intentionally interfere with or misuse anything that has been provided in the interest of health, safety or welfare, whether it has been provided for the protection of employees or other persons. The provision is clearly to protect things intended to ensure people's safety and include fire escapes and fire extinguishers, perimeter fencing, warning notices for particular hazards, protective clothing, guards on machinery and special containers for dangerous substances.

Anyone contravening this section of the Act will be liable to a criminal conviction, fine or imprisonment.

3.4.23. Manual Handling

Regulation 4 (1) of the Manual Handling Operations Regulations 1992 establishes a clear hierarchy of measures for the employer:

- a) Avoid hazardous manual handling operations as far as is reasonably practicable
- b) Assess any hazardous manual handling operations that cannot be avoided; and
- c) Reduce the risk of injury so far as is reasonably practicable

A good general HSE guide to safe lifting practices is available [here](#) (INDG143), and all staff should make themselves familiar with it. The Colleges Group will consider internal or external training on safe manual handling, which all employees are entitled to attend and may be mandatory for higher risk workers. The training sessions will cover amongst other things:

- a) How potentially hazardous handling operations may be identified
- b) How to deal with unfamiliar handling operations
- c) The proper use of handling aids
- d) The proper use of personal protective equipment
- e) Features of the working environment that contributes to safety
- f) The importance of good housekeeping
- g) Factors affecting individual capability
- h) Good handling techniques

3.4.24. Electrical Appliances

All electrical installations and the majority of appliances within the Colleges Group will be tested periodically and maintained as necessary by the Colleges Group. Personal appliances, such as kettles, televisions, heaters etc. should not be brought into the Colleges (EC and NDC). However, if it is absolutely necessary, permission must be gained from the Head of Facilities, Maintenance Manager, or Safety, Health & Environment Manager (EC), or Estates.Services@petroc.ac.uk. Where appropriate they will make arrangements for the appliance to be tested (PAT).

Personal equipment such as smart phones, tablets and laptops may be used as these are very low voltage, however chargers have the potential to represent a significant hazard and must be checked.

Where portable appliances are used, it is the responsibility of those using them to regularly visually inspect them, paying attention to the condition of plug tops, damage or wear to cables and appliance housings. Where damage is found, the equipment or appliances must be taken out of use until repaired.

The Colleges Group is required to ensure portable or transportable appliances in use on its premises have been tested to a predetermined schedule. Responsibility for the management of the testing procedure lies with the Health and Safety Team (NDC), and the Estates Resources Team (EC). Designated members of Colleges Group staff who have demonstrated competence for this task or competent contractors will undertake the testing.

Work on electrical appliances or installations, can only be undertaken by authorised personnel who have the relevant qualifications or competence. Where work is undertaken it will comply with the Electricity at Work Regulations 1989 and associated ACOPs and non-statutory regulations such as the IEE Regulations. Work on live conductors is not permitted.

3.4.25. Working at Height

All care must be taken whilst working at height. Death and serious injuries have occurred when falling only a matter of a few feet. All access equipment such as ladders, towers etc. must be maintained in a safe condition and only suitably competent staff may use them. Any work at height

must be properly planned before being carried out and only by competent persons using the proper equipment. Do not stand on tables or chairs in order to reach anything.

Working at height should be eliminated where reasonably practicable. Where working at height is unavoidable, all reasonable steps will be taken to provide a safe working environment for personnel to carry out their tasks following a safe system of work. Risk assessments will be carried out for all tasks involving work at height and a safe system of work produced. This safe system of work must be followed by all involved in such work. Where it is not possible to follow the safe system of work, work should cease, and a responsible person should be informed at which stage the risk assessment will be reviewed.

3.4.26. Gas Appliances

All gas appliances will be serviced annually. Work is not permitted on any gas fitting or gas storage vessel unless carried out by an approved contractor or persons approved by the Health and Safety Executive, such as the Gas Safe Register.

3.4.27. Waste Disposal.

The Colleges Group and all employees shall at all times ensure that the duty of care in respect of controlled waste is observed in compliance with the Environmental Protection Act 1990. Always follow the manufacturer's information regarding the disposal of waste and make sure that only Colleges Group approved licensed contractors are used. The controlled waste transfer note issued by the contractor must be sent to the Estates Department.

The disposal of electrical and electronic equipment is managed in accordance with the Waste Electrical and Electronic Equipment (as amended) Regulations 2013 (WEEE).

3.4.28. Educational Visits and Off-Site Activities

The Colleges Group recognises that certain trips and visits are of educational benefit to the students taking part. Such activities provide opportunities for the development of the whole student as well as increasing subject knowledge and understanding through first-hand experience. The Colleges Group has a legal and moral responsibility for the health and safety of students and employees when they are engaged in educational visits and other off-site activities.

It is essential that all educational visits arranged by Colleges Group staff are organised properly within current legal requirements and guidelines. This will include the necessity to produce an EV submission request to include a suitable risk assessment, which must be recorded and uploaded for approval of the EV Submission before any visit can occur.

Information regarding the procedures to follow for Educational Visits (EC) is available on the College Health and Safety Portal → Educational Visits, where you can also find the necessary forms. ***The Colleges Group has detailed procedures for Educational Visits that must be followed for all trips/visits.*** The Safety, Health and Environment Manager and the Educational Visits Coordinator (EC) are available for advice. For North Devon College, application for approval can be found here <https://my.petroc.ac.uk/educational-visits/>

3.4.29 Mobile Telephones

The use of handheld and hands-free mobile phones whilst driving on college business is prohibited. Failure to observe this ruling will result in disciplinary action being taken in addition to any criminal charges brought. A substantial body of research shows that using a hand-held or hands-free mobile

phone while driving is a significant distraction and substantially increases the risk of the driver crashing.

Gov.UK guidance states it is illegal to hold and use a phone, sat nav, tablet, or any device that can send or receive data, while driving or riding a motorcycle. This means you must not use a device in your hand for any reason, whether online or offline. (you can get 6 penalty points and £200 fine) The law still applies to you if you're:

- stopped at traffic lights
- queuing in traffic
- supervising a learner driver
- driving a car that turns off the engine when you stop moving
- holding and using a device that's offline or with flight mode on

3.4.30. College Vehicles

Colleges Group vehicles, including cars, minibuses and commercial vehicles are only permitted for use by Colleges Group employees, or those authorised by the Colleges Group, for college business. Those who drive a Colleges Group vehicle must hold the appropriate valid UK driving licence, or its equivalent and have at least 2 years' experience. The licence must contain your correct name and address; you are liable to a fine of £1000 if you fail to notify the DVLA of any relevant changes to your details. Prior to driving a Colleges Group vehicle, you must bring/or scan and e-mail a copy of both sides of your driving licence to the Estates Office (Tower Building, room 1.14), where the copy of your licence will be held securely and will remain confidential in compliance with the Data Protection Act. You must also confirm by email to Poolcars@exe-coll.ac.uk that you have no more than 6 points on your licence. NDC operates an electronic licence check carried out by reception RECEPTION@petroc.ac.uk you will be required to submit an access code upon request by following - <https://www.gov.uk/view-driving-licence>

Those who drive a Colleges Group vehicle must not have more than 6 penalty points on their licence. If you have previously been disqualified from driving, you must notify the Estates Office or People (HR) of the reason for your disqualification.

All staff who drive a colleges group minibus must be at least 21 years old, hold Category D1 on their driving licence, be considered medically fit and evidence they are competent to drive a minibus. All UK car licence holders who took their test prior to 1st January 1997 will hold Category D1 until their licence expires. The statutory risk assessment process will help indicate which good practice option proving competency is most appropriate and College policy dictates that one of the options must be undertaken.

Colleges Group staff who hold a car (Class B) licence can legally drive certain minibuses without Category D1 on their licence as long as certain conditions are met. The conditions are:

- The driver is 21 or over
- Has held a car driver (B) licence for not less than 2 years
- The vehicle is being used by a non-commercial body for social purposes but not for hire or reward
- The minibus driver receives no payment or consideration for driving other than out of pocket expenses
- The minibus weighs no more than 3,500 kg (e.g. Minibus Lites)
- No trailer must be towed

Please note: A number of Colleges Group minibuses weigh in excess of 3500 kg. This must be checked first.

If your test was taken after 1st January 1997 and you do not have category D1 on your licence then you must take a separate minibus test through the DVLA. In order to do this you must apply for a

provisional D1 licence before taking lessons through a DSA registered driving school, you must then undertake a medical and pass both a theory and practical driving test. It is not sufficient just to take the DCC or any other minibuss test.

3.4.31 Estates Services

The safety of all those who use the Colleges Group is paramount, therefore we endeavour to provide an effective, responsive and high-quality customer focused security service for the Colleges Group estate, so as to contribute to a safe and welcoming environment.

To ensure the best possible service delivery, members of the Estates Services Team routinely patrol inside and outside college buildings, car parks and grounds, ensuring all those on the premises are bona fide and are behaving appropriately. CCTV is an integral part of security arrangements for all Colleges Group premises and is operated in accordance with the CCTV Policy. With regards to operation of a surveillance system, the Colleges Group remains committed to full compliance with the Information Commissioner's Office (ICO) Code of Practice. The Colleges Group's extensive CCTV system is monitored, and a digital recording facility enables copies to be produced in evidence if necessary and in accordance with the UK General Data Protection Regulation (GDPR).

Estates Services Offices are located at:

Hele Road (Tower Building)	Tel: 01392 400457
Queen Street (Victoria House)	Tel: 01392 400280
The Bungalow North Devon Campus	Tel: 01271 852360

There are 3 'Emergency' Estates Services Teams mobile telephones:

- **07810 787 318** (Hele Road)
- **07789 237 424** (Queen Street)
- **07712 193822** (NDC)

Please record and or programme the relevant numbers into your own mobile telephone for emergency use (numbers also on reverse of staff ID badge - EC). The team is in constant touch by radio and can react quickly if appropriate and necessary.

ENDC Group also rota a Duty Manager, who remain on duty Monday, Tuesday, Wednesday and Thursday evenings between 17.00 and 21.00 during term times (EC) and for NDC Estates Services contactable out of hours Tuesday to Thursday 17:30 – 21:30 (closed from 17.30 Mondays) on 07712 193822. If you are responsible for an event that will take place on a Friday evening or continues after 21.00 on any night of the week, you must inform the Duty Manager accordingly and gain their approval, as they are required to remain contactable until the event is finished. If they are unable to cover, it may be possible to appoint an alternative member of CLT. If this is not possible, the event cannot take place.

The Evening Duty Manager's telephone number is: **07733 107510** (on duty 17.00-21.00, Monday-Thursday). NDC Estates Services contactable out of hours Tuesday to Thursday 17:30 – 21:30 on 07712 193822.

3.4.32 Occupational Health and Wellbeing

Colleges Group employees are to declare any aspect relating to their health that may put them at risk while undertaking the work for which they are employed or that may be affected by the environment in which it is to be undertaken.

The Colleges Group is committed to the promotion of wellbeing in the organisation and preventing employees from being subject to undue stress whilst at work. To the extent that is reasonably practicable, the Colleges group will endeavour to balance job demands and pressures with individual capabilities, and to support staff suffering from stress or common mental health problems such as anxiety and depression.

A personal risk assessment may be undertaken to identify the extent and causes of employees' stress, together with reasonable adjustments to support staff, including any necessary interventions to prevent and manage stress more effectively. Working hours may be temporarily adjusted or suitable alternative work may be offered to staff.

Health Monitoring and Surveillance

Employees will be provided with health monitoring / surveillance appropriate to the risks to health and safety resulting from their employment, as identified by risk assessment or legal statute, in accordance with the Management of Health and Safety at Work Regulations 1999 and the Control of Substances Hazardous to Health (CoSHH) Regulations 2002 (as amended).

Health Referrals

Employees can be referred to Occupational Health as and when necessary if any concerns are raised with respect to their health or fitness to perform work duties.

3.4.33 Medical Disclosures

Students

Medical disclosures/Health declaration forms are completed online, both during application to the Colleges Group and at any point throughout the year. Enrolled learners should be encouraged to complete this via their eILP, if they have not already done so.

Completed forms are screened by the Colleges group Nurses, with staff guidance attached where necessary, typically in the form of an Education, Health and Care Plan (EHCP). Staff are responsible for viewing the contents of the EHCP and seeking additional training where required from the nurse.

We strive to support learners to achieve the highest degree of independence possible, however, it's important that staff feel confident and competent in supporting learners' medical needs, including response in an emergency. It is not enough to rely on first aid provision or the Colleges Group Nurses for known medical needs, it is a whole-Colleges Group responsibility. The link below contains generalised guidance in some of the most common medical needs at college:

<https://adexecollacuk.sharepoint.com/sites/ss/SitePages/SupportingHealthandWellbeingNeeds.aspx>

<https://sites.google.com/petroc.ac.uk/wellbeing-hub/accessing-support-at-petroc>

Staff

All health information is stored within the People (HR) system, with access restricted.

3.4.34. Medicines

Staff and students are expected to be responsible for the safe keeping and administration of their own medicines, where appropriate. The Colleges Group does not dispense medication. All learners should be reminded to carry relevant emergency medication such as asthma inhalers, auto-injectors/EpiPens and diabetic supplies. These should never be locked away and must be immediately accessible.

Prescribed medicines must be stored securely in the original pharmaceutical container with a valid prescription label attached. Small quantities should be carried wherever possible, to reduce the potential for harm or misuse should this be mislaid.

If a learner requires support to administer medication, or to safely store it, this should be discussed with a Colleges Group Nurse who will provide individual guidance. Staff are permitted to support in the administration of medication, once they have received relevant training.

3.4.35. New and Expectant Mothers

Risk assessments of the activities undertaken by ENDC Group will take into account the needs of pregnant employees and new mothers, in accordance with the Management of Health and Safety at Work Regulations 1999. The assessment will identify and address the risks to the unborn child, a child of a woman who is still breastfeeding and to the mother and will determine which tasks the employee can perform.

The assessment will ensure that adequate steps are taken to avoid the risk to new and expectant mothers arising from exposure to physical, biological and chemical agents and from working conditions.

Where the risk cannot be avoided then working hours may be temporarily adjusted or suitable alternative work will be offered.

3.4.36 Non-English / Low Literacy Levels

The Colleges Group will ensure that all information, instruction, and training is provided to all employees and contractors in a language and format that the employee can readily understand. This may include any translated inductions, safety briefings, signage, works procedures, risk assessments, health and safety updates and all other forms of communication deemed necessary to ensure that the employee is competent to carry out their work activities.

Adequate time will be allocated to consult with employees where language and/or literacy may be issues, to enable employees to absorb and respond to information provided.

The Colleges Group extends a welcome to all students and accepts that there may be additional considerations necessary for some students especially where English is not their first language and for students who have come to study and may not be familiar with the locality. The Student Support Team Leader (NDC) will arrange for a risk assessment to be carried out to identify any instances where additional health and safety considerations or controls may be necessary e.g. different cultural emphasis, multilingual signage, interpreters etc.

3.4.37 Lone Workers

Wherever practicable, Colleges Group employees are not to work alone in high-risk activities or areas. Lone working is not permitted where there is a reasonably foreseeable risk that the work may result in an accident, violence or harm.

Where it is unavoidable, the lone worker will ensure that management is aware of their whereabouts and the nature of the work being undertaken. The lone worker will make contact with nominated personnel at pre-arranged times throughout, and on completion of, the activity. Such arrangements will be documented in a specific risk assessment or College procedure which will be communicated to all persons potentially involved.

Lone workers are included in the Company Liability insurance cover, in accordance with the Employer's' Liability (Compulsory Insurance) Act 1969.

Working from Home:

A risk assessment is carried out in conjunction with the Line Managers for each home-worker to identify any potential risks. Home visits may be undertaken as and when required depending on the outcome of the risk assessment.

3.4.38. Display Screen Equipment

The Colleges Group recognises the need to protect staff from the risks of working with display screen equipment (DSE), such as PCs, laptops, tablets and smartphones.

All staff who use DSE daily, for an hour or more at a time, are classified as 'DSE users' and are subject to the requirements of the Health and Safety (Display Screen Equipment) Regulations 1992. In accordance with DSE regulations, all DSE users will be the subject of an ergonomic assessment to identify the measures required to reduce the risk of harm as a result of DSE use.

Employees whose work requires them to use DSE daily for a significant part of the day will be entitled to a free vision screening or eye test on request. Where such examinations identify the requirement, the Colleges Group will provide, free of charge, corrective appliances required specifically for DSE work.

Staff whose work requires them to use DSE for a significant part of their working day are to vary their work routine such that they perform other work activities away from their display screen equipment. Where practicable, discretion will be exercised as to when staff can take breaks. It is recognised that short, frequent breaks are more satisfactory than occasional, longer breaks e.g. a 5-10 minute break after 50-60 minutes continuous screen and/or keyboard work is likely to be more effective than a 15-20 minute break every 2 hours.

3.4.39. Assistance Dogs on College Sites (Students and Staff)

ENDC Group is committed to providing an inclusive and accessible environment for all students and staff. Assistance dogs, including guide dogs, hearing dogs, and other trained assistance dogs, are welcome on all Colleges group sites in accordance with the Equality Act 2010.

Owners/handlers of assistance dogs are responsible for ensuring their dog is well-behaved, under control, and does not pose a risk to others. Specific risk assessments are conducted for each assistant dog and owner/handler prior to starting at the Colleges Group, with relevant certification and insurance documents provided prior to starting at the Colleges Group.

Staff and students are reminded not to distract or interfere with assistance dogs while they are working. Any concerns regarding assistance dogs on college sites should be reported to the Safety, Health & Environment Manager (EC) for prompt resolution. The Colleges Group will make reasonable adjustments to ensure the needs of assistance dog owners are met while maintaining a safe environment for all.

3.4.40 Therapy Dogs on College Sites (Staff-Owned)

In addition to assistance dogs, the Colleges Group recognises the potential wellbeing benefits of therapy dogs in educational environments. If a need is identified a staff-owned therapy dog may be permitted on site subject to prior approval, a full risk assessment, and submission of appropriate documentation, including but not limited to evidence of the dog's temperament, assessment and training. Therapy dogs are not granted the same legal access rights as assistance dogs and must always be under control, appropriately supervised, and restricted to designated areas as agreed in advance with the Safety, Health & Environment Manager. The Colleges Group will issue a uniform and ID badge and ensure that the presence of a therapy dog does not compromise the health, safety, or comfort of others. Staff and students should interact with therapy dogs only under the supervision or invitation of the staff handler. Any concerns or incidents involving therapy dogs should be reported to the Safety, Health & Environment Manager.

3.4.41 Animal Care / Husbandry

The Colleges Group is committed to providing the highest standards of animal welfare and ensuring a safe environment for all students, staff, and animals at the North Devon campus, with a focus on the principles for the ethical treatment, care, and management of animals used for educational purposes. The health and safety of students, staff, and the animals themselves is a primary consideration.

The well-being of animals is paramount. All animals under our care must be treated with respect and provided with an environment that meets their species-specific welfare needs. All animals must be under the direct supervision of a designated, competent staff member who possesses the necessary training and knowledge to address the specific husbandry, behavioural, and welfare requirements of the animal, ensuring the presence of animals on site is directly aligned with the Colleges Group curriculum and serve a clear, defined educational purpose.

The following measures must be adhered to:

- **Risk Management:** Proactive steps must be taken to prevent injury, manage potential allergic reactions, and control the spread of zoonotic diseases.
- **Vaccination and Health Screening:** All animals must undergo appropriate health screening and receive all necessary vaccinations, as determined by a veterinary surgeon, prior to being brought onto campus.
- **Biosecurity:** Protocols for hygiene, handling, and housing must be implemented and maintained to minimise health risks.

Staff Responsibilities: Health & Safety for Animals and Facilities

- Ensure all staff, students, and visitors wear appropriate clothing and PPE.
- Confirm hygiene precautions are followed as directed.
- Conduct daily walk-through of animal areas (small animal room and large paddocks):
 - Check animals are active and behaving normally.
 - Inspect fencing/enclosures for damage; report concerns to HoF/HoD.

- Follow Emergency Plan in case of incidents.
- Discuss and allocate routine maintenance tasks.

Daily Animal Care Tasks

- Perform visual health checks: monitor behaviour, eating/drinking, and normal output.
- Keep all animal spaces clean, safe, and secure.
- Provide clean water, appropriate diet, and maintain feeding equipment (nets, trugs, etc.).
- Clean and replenish bedding; clear paddocks of faeces; disinfect all cleaning tools and carriers.
- Support natural behaviours and enrichment:
 - **Large animals:** grazing access, mineral licks, hay balls, hedgerow browse, chopped vegetables (per diet sheet).
 - **Rabbits/Guinea pigs:** meadow hay ad lib, seasonal vegetables, treats, apple branches, exercise areas.
 - **Rodents:** gnawing items, tubes/boxes, dust baths, nesting material, scatter feeding; mice have climbing gym and browse.
- Administer routine medication (qualified staff only).
- Ensure social interaction unless medically contraindicated.
- Report concerns or changes to care plans; record updates.
- Animal interactions during sessions supervised by trained staff; non-contact visits allowed under Animal Care staff direction.

3.4.42 Ionising and Non-Ionising Radiation

Sources of ionising radiation within the colleges (EC & NDC) are those required for science courses. They are managed by specially trained and appointed staff, and the safety precautions and management system are designed by a duly appointed Radiation Protection Advisor based at Plymouth University (NDC). These are implemented by a specifically trained member of the science staff who has been appointed as the NDC Radiation Protection Supervisor. The use, storage and control of radioactive sources will be in accordance with the CLEAPSS L93 document entitled 'Managing Ionising Radiation and Radioactive Substances in Schools and Colleges'.

Sources of non-ionising radiation are managed within the relevant directorate/departments/faculties by safe systems of work and risk assessments in accordance with CLEAPSS guidance.

3.4.43 Bullying and Harassment

ENDC is committed to creating and maintaining a working and learning environment that is safe and secure, free from any form of harassment and bullying for all learners and staff as detailed in identified policies and the staff and student Codes of Conduct.

3.4.44 Drugs and Alcohol

The use and misuse of substances can adversely affect the health and safety of staff and students. Staff responsibilities for appropriate behaviour whilst undertaking college business form part of employees' contractual obligations. Guidelines for students are contained in the Learner Rights and Responsibilities Policy (NDC) and in the Student Code of Conduct (EC).

3.4.45 Noise & Dust

The Colleges Group will comply with the Noise at Work Regulations and Control of substances hazardous to Health (COSHH) Regulations and will ensure that such procedures are in place, that

the risk to the staff and students from hearing damage or respiratory damage is eliminated or reduced to the lowest possible level. Where required, following the hierarchy of controls, suitable PPE/C will be provided.

3.4.46 Stress

The Colleges Group acknowledges the importance of identifying and reducing workplace stress. The People (HR) team supports the early intervention and management of stress related illness, supported by the College OHA (EC) and external occupational health support, and Colleges Group Nurses.

3.4.47 Workplace Assessments

Work placements and work experience are an essential part of many courses. The Colleges Group, to fulfil its moral, legal and contractual obligations, will satisfy itself of the legal aspects in relation to Insurance and Health and Safety arrangements within the provider's workplace before placement of any student. The responsibility for ensuring the completion of such information gathering lies with the faculty or the department organising the course or placement. This responsibility includes work-based learning e.g. apprentices and other training programmes delivered in the workplace.

4 Implementation

The policy describes a broad range of responsibilities across all levels of the Colleges Group. The Policy will be delivered and followed at all levels and subject to frequent revisions as appropriate to ensure that the Colleges Group maintains a safe environment. It is the responsibility of any staff who suspect any reason why the policies or procedures are no longer effective or are not being followed should address them with their individual line managers and the Safety, Health and Environmental Manager (EC) or Head of Estates (NDC) for potential review.

The full delivery of a safe workplace is supplemented by the carrying out of risk assessments specific to individual work areas generated within faculties/departments which will contain additional controls, procedures and instructions not detailed in this policy.

5 Associated Documentation

A range of specific appendices, policies, draft policies and procedures are in addition, but not in whole a part of this policy. They include:

- Accident, Incident or Dangerous Occurrence Reporting Forms
- Asbestos Management
- Bomb Threats
- Legionella Management
- Display Screen Equipment
- Driving College Vehicles Procedures (including 'own' vehicles) & Vehicle Handbook
- Educational Visits Procedure
- Fire Prevention, Precautions and Evacuation Procedures specific to all properties within the Colleges Group Estate
- Generic Risk Assessments
- Procurement of Contractors
- Safeguarding (Child Protection / Vulnerable Adults)
- Supporting learners with health needs
- Prevent

- Work Based Learning, Student Placements and Projects
- Dealing with offensive weapons
- Power to restrain and search
- Sustainability Policy
- Business Continuity Policy

Additional College Policies and Procedures and information can be found on the College Staff Hub:
<https://adexecollacuk.sharepoint.com/sites/LeadershipHub/> (EC)

<https://my.petroc.ac.uk/cms/#/page/460236504> (NDC)

6. Equality Analysis

Jan 2026

6.1. Is your policy equality- relevant? If yes, please list which groups of people will be affected by this policy.

If no people are affected by this policy it has no equality relevance. Write 'no' below and do not answer any further questions.

All members of the College, contractors, visitors, partners, partner organisation, service users, potential service users and members of the public.

6.2. How have you involved people from minority groups who may be affected by this policy? Describe any activities such as conversations, interviews, feedback.

The Health and Safety at Work act applies equally to all affected by the College's activities regardless of age and gender. The needs of disabled students have been taken into account through Student Voice and through Personal Emergency Evacuation Plans.

6.3. What evidence have you considered? List any sources of data and research you have used. This can include college or National monitoring data, surveys, reports, consultations, focus groups, pilots, and evaluations.

UK Legislation
HSE Guidance
Accident and incident reports
Fire drill feedback
Personal Emergency Evacuation Plans
Minutes from the Health and Safety Committee Meetings
National Health and Safety statistics

6.4 Characteristic	How does your policy help fulfil the public sector duty?
Age	This function is over-arching and to the general benefit of all regardless of their personal characteristics. Some aspects though do relate to particular characteristics e.g the Fire Procedures and Guidance have a direct bearing on the situation of disabled people and therefore requires engagement to continually improve . Issues relating to learners with mental health problems who may or may not have declared themselves to have a disability and who exhibit behaviour that might be taken to be threatening or indeed to be threatening. They have not been specifically taken into account as this is seen as a matter for local determination via the risk assessment process. However, the objectives around 'welfare ' are intended to promote a positive approach to such matters as stress management and good mental health.
Disability	
Gender	
Pregnancy & maternity	
Race	
Religion and belief	
Sexual orientation	
Transgender	

6.5. Describe any potential adverse impacts that may arise as a result of the policy. *If any are identified, you should also state what actions will be taken to mitigate that negative impact. If yes, do you need an action plan to carry this out? NONE.*